

THE
NATIONAL
MUSEUM



INVITATION TO TENDER

National Museum of the Royal Navy Multi-Function Printers

1. Introduction

The National Museum of the Royal Navy (NMRN) is responsible for the following sites:

- Fleet Air Arm Museum, Yeovilton
- Explosion Museum, Gosport
- Royal Marines Museum, Southsea
- The National Museum of the Royal Navy, Portsmouth (NMRN)
- Royal Navy Submarine Museum, Gosport
- HMS Caroline, Belfast
- The National Museum of the Royal Navy, Hartlepool (NMRNH)

We are a museum group who continues to grow and so it should be assumed that other sites will join the group in the future.

The NMRN wishes to appoint a single supplier to provide a lease agreement and service contract for all of our multi-function and standalone printers for the sites shown above.

There are currently two full time members of staff providing IT support for the above sites, both based in Portsmouth.



2. Current Situation

In 2016 the NMRN went to tender to replace the majority of our MFD estate and to reduce the number of suppliers. Today we have 4 separate suppliers remaining, but with all contracts due to expire in 2019. Our current estate is as follows:

<u>Supplier Name</u>	<u>Manufacturer</u>	<u>Model Code</u>	<u>Location Name</u>	<u>Qtrly Rental</u>	<u>Mono CPC</u>	<u>Colour CPC</u>	<u>Contract Expiry</u>
Annodata	Kyocera	FS-4300DN	EXPLOSION MUSEUM	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	FS-4300DN	EXPLOSION MUSEUM	£32.44	£0.035	N/A	14/06/2019
Ricoh	Ricoh	MPC2000	EXPLOSION MUSEUM	£867.65	£0.004	£0.050	19/11/2018
Annodata	Kyocera	FS-4300DN	FLEET AIR ARM MUSEUM.	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	FS-4300DN	FLEET AIR ARM MUSEUM.	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	KM-2551CI	FLEET AIR ARM MUSEUM.	£445.80	£0.003	£0.029	14/06/2019
Annodata	Kyocera	KM-2551CI	FLEET AIR ARM MUSEUM.	£445.80	£0.003	£0.029	14/06/2019
Annodata	Kyocera	KM-2551CI	FLEET AIR ARM MUSEUM.	£445.80	£0.003	£0.029	14/06/2019
Annodata	Kyocera	KM-3551CI	FLEET AIR ARM MUSEUM.	£526.13	£0.003	£0.029	14/06/2019
Annodata	Kyocera	P7040CDN	FLEET AIR ARM MUSEUM.	£36.65	£0.004	£0.035	14/06/2019
Annodata	Kyocera	FS-4300DN	HMS CAROLINE	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	KM-2551CI	HMS CAROLINE	£463.20	£0.003	£0.029	14/06/2019
Annodata	Kyocera	FS-4300DN	NMRN	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	FS-4300DN	NMRN	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	FS-4300DN	NMRN	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	FS-9530DN	NMRN	£100.36	£0.042	N/A	01/08/2017
Annodata	Kyocera	KM-2552CI	NMRN	£445.86	£0.003	£0.029	01/12/2019
Annodata	Kyocera	KM-4551CI	NMRN	£534.58	£0.003	£0.029	14/06/2019
Annodata	Kyocera	M6035CIDN	NMRN	£233.98	£0.004	£0.035	14/06/2019
Annodata	Kyocera	P7040CDN	NMRN	£36.65	£0.004	£0.035	14/06/2019
SOS Systems	Canon	C3325	NMRN	£521.99	£0.004	£0.050	01/05/2019
Ricoh	Ricoh	MP 5503	NMRN	£867.65	£0.004	£0.050	19/11/2018
Clarity Copiers	Sharp	MX4100	NMRN	£636.00	£0.004	£0.050	01/07/2019
Annodata	Kyocera	FS-4300DN	NMRNH	£32.44	£0.035	N/A	20/05/2019
Annodata	Kyocera	FS-4300DN	NMRNH	£32.44	£0.035	N/A	20/05/2019
Annodata	Kyocera	FS-4300DN	NMRNH	£27.03	£0.035	N/A	20/05/2019
Annodata	Kyocera	KM-3551CI	NMRNH	£418.91	£0.003	£0.029	20/05/2019
Annodata	Kyocera	FS-4300DN	RN SUBMARINE MUSEUM	£27.03	£0.035	N/A	14/06/2019
Annodata	Kyocera	KM-2551CI	RN SUBMARINE MUSEUM	£463.20	£0.003	£0.029	14/06/2019
Annodata	Kyocera	FS-4300DN	ROYAL MARINES MUSEUM.	£32.44	£0.035	N/A	14/06/2019
Annodata	Kyocera	KM-2551CI	ROYAL MARINES MUSEUM.	£463.20	£0.003	£0.029	14/06/2019
Annodata	Papercut License			£190.00			

The majority of the machines will be out of contract in the next 3 months. Our current suppliers require 90 day's notice to terminate existing contracts, so this will be issued according to the timeline in section 6. All existing suppliers have been notified of the intention to go to tender and so no contracts will be auto-renewing.



4. Proposed Requirements

We are reducing our fleet overall and in some cases replacing MFDs with just printers. We would like all tender responses to include costs for a 3 and 4 year contract only. The exception to this is the MFD for the Royal Marines Museum below, which we would like on a 12 month contract only.

Therefore our new requirement, together with expected volumes (based on existing usage and changes to hardware) is as follows:

Device	Location Name	Current volume (March 2018 - Feb 2019)	Expected volumes
Desktop colour MFD A4	EXPLOSION MUSEUM	4,116	17,176
A4 Mono printer	EXPLOSION MUSEUM	1,856	1,856
30-35 PPM MFD with finisher	FLEET AIR ARM MUSEUM	12,328	55,000
25-30 PPM MFD	FLEET AIR ARM MUSEUM	16,515	16,515
A4 Mono printer	FLEET AIR ARM MUSEUM	57,590	8,000
A4 Mono printer	FLEET AIR ARM MUSEUM	11,426	7,000
Desktop colour MFD A4	FLEET AIR ARM MUSEUM	9	5,000
A4 Mono printer	FLEET AIR ARM MUSEUM	405	405
25-30 PPM MFD	HMS CAROLINE	30,022	30,022
A4 Mono printer	HMS CAROLINE	8,820	8,820
40-50 PPM MFD	NMRN	146,072	146,072
40-50 PPM MFD with finisher	NMRN	140,688	140,688
40-50 PPM MFD	NMRN	76,925	76,925
25-30 PPM MFD	NMRN	12,440	12,440
Desktop colour MFD A4	NMRN	10,754	10,754
25-30 PPM MFD	NMRN	48,653	48,653
A4 Mono printer	NMRN	2,903	2,903
A4 Mono printer	NMRN	1,074	1,074
25-30 PPM MFD	NMRNH	18,355	18,355
A4 Mono printer	NMRNH	4,018	4,018
25-30 PPM MFD	RN SUBMARINE MUSEUM	6,505	6,505
A4 Mono printer	RN SUBMARINE MUSEUM	698	698
Desktop colour MFD A4 (12 month contract)	ROYAL MARINES MUSEUM	6,988	6,988

Software

We currently use Papercut software across all MFDs and wish to continue to use this on our new contract.

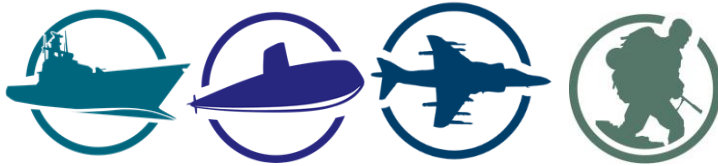
Budget

The available budget for this project is around £125k for both lease and anticipated CPC usage on a 3 year contract and around £165k for both lease and anticipated CPC usage on a 4 year contract.

The NMRN understands that these costs will vary depending on our usage, however the intention is to minimise usage and come well within these figures. Suppliers should note the scoring criteria set out in section 6 below.

Invoicing

We require our invoicing on a quarterly basis with a single invoice for all machine leases and a single invoice for copies used, both itemised by site.



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5. Tender Timeline and Requirements

Bearing in mind our 90 day notice periods and existing contract expiry dates, we would be looking for all suppliers to follow this timeline:

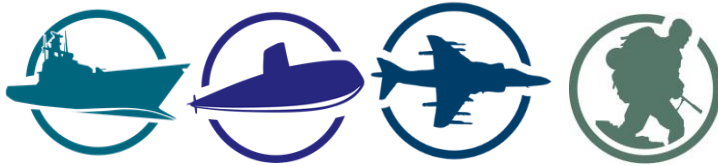
Tender Published	25 th March
90 day notice issued to existing suppliers	25 th March
Tender Advertised	25 th March – 28 th April
Tender Sift and supplier shortlist	29 th April
Shortlisted suppliers contacted with any questions	30 th April
Contract award	1 st May
Standstill period	1 st – 11 th May
Final confirmation	13 th May
Install machines to all sites	3 rd – 7 th June

A tender is required which should include method statements, but not be limited to:

- A description of how you would work with us.
- A description of how you will meet the proposed requirements listed in section 4 above.
- A description of your recommended support package and what this includes.
- A fully costed proposal including options for 3 and 4 year contracts, lease costs, cost per copy, cost per click, support packages and costs for attending any site listed in section 1 above.

Tender Instructions

- Any tender questions should be directed to Phil George, Head of IT, on phil.george@nmrn.org.uk.
- Completed tender submissions** should be sent to tenders@nmrn.org.uk only. Tenders not submitted to this email address will not be considered.
- The completed submission should include one electronic copy only, by email.
- Tender submissions must be received by **NO LATER THAN 23:59 ON SUNDAY 28th APRIL**. No tender will be considered if it reaches us after that date.
- Your tender is to remain open for acceptance for 30 calendar days from the date of submission.
- No qualifications are to be made to your tender. Any tender queries are to be raised before tender submission.
- NMRN does not bind itself to accept the lowest or any tender and will not be liable for any costs incurred by the tenderer in preparation of their tender.



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6. Tender evaluation

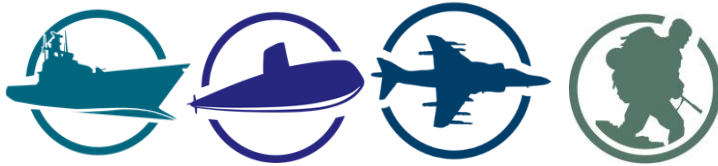
Tenders will be evaluated according to the following criteria:

Evaluation	Criteria	Weight
Qualitative	Method statement	40%
Commercial	Price	60%

A qualitative assessment will be made by reviewing the method statements provided by the tenderer and applying the scoring guide below:

Score	Acceptability	Description
0	Unacceptable	Information is omitted/ no details provided
1	Poor	Evaluator is not confident that the tenderer understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
4	Fair	The Evaluator has some reservations that the applicant understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements.
7	Good	The Evaluator is confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard.
9	Very good	The Evaluator is completely confident that the applicant understands the contract requirements covered by this criterion and or will be able to satisfactorily complete the contract requirements covered by this criterion to a very high standard.

7. Appendix 1 contains a supplier questionnaire which should be completed and returned along with the tender proposal by **23:59 ON SUNDAY 14th APRIL.**



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8. Disclaimer

These documents are made available on condition that they are only used in connection with this Tender competition being conducted by NMRN.

Whilst all reasonable measures have been taken to ensure that the information made available to interested parties has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. Neither NMRN nor its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty, express or implied, with respect to, such information contained in this document or on which such documents are based or with respect to any written or oral information made available to any interested recipient or its professional advisers, and any liability therefore is hereby disclaimed.

Each Tenderer to whom this Tender is made available must make its own independent assessment of the Project and all matters relevant to the Project after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Project.

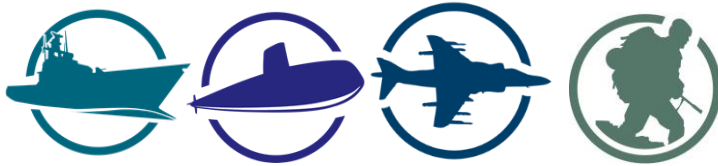
This document is not intended to provide the basis of any investment decision and should not be considered as a recommendation by NMRN or its advisers to any recipient of this Tender. Nothing within this document is, or should be relied on as, a promise or representation as to the future.

NMRN reserves the right, without prior notice and in their absolute discretion, to change or terminate the Tendering procedure for the Project at any time before appointment is made.

NMRN does not bind itself to accept the lowest or any Tender and may refuse to consider any Tender which is incomplete or qualified in any way.

Any expense incurred by prospective bidders in preparing responses or Tenders will not be reimbursed by NMRN.

No useful purpose will be served by enquiring the result of competitive tendering - tenderers will be notified as early as possible.



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9. DECLARATION THAT TENDER IS A BONA FIDE COMPETITIVE TENDER / NON-COLLUSION CERTIFICATE

To: The National Museum of the Royal Navy
HM Naval Base (PP66)
Portsmouth
Hampshire
PO1 3NH

Works: Supply of MFD's and Printers together with service and support

The essence of selective Tendering is that the Employer shall receive bona fide competitive Tenders from all those Tendering. In recognition of this principle, we certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- a. Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- b. Entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted;
- c. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done on causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated' and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

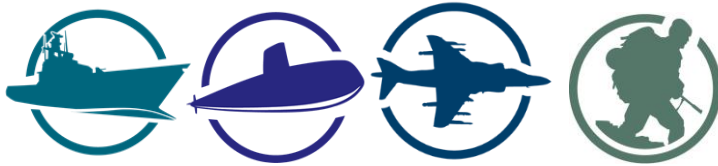
SIGNED by:

Contractor's Signature(s): _____

Print Name(s) in full: _____

Date: _____

For and on behalf of: _____



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10. SCHEDULE OF SUB-CONTRACTORS

The Tenderer shall state below the name and addresses of any firms to whom they propose to sub-let work:

Service	Sub-Contractor Details	Approximate Value

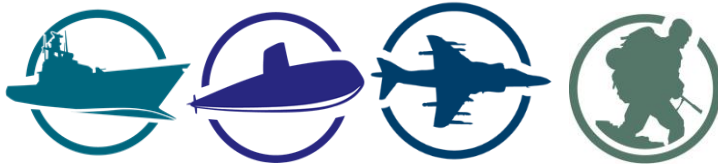
SIGNED by:

Contractor's Signature(s): _____

Print Name(s) in full: _____

Date: _____

For and on behalf of: _____



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APPENDIX 1

Supplier Questionnaire – to be completed and returned with tender

Name of organisation	
Address for correspondence	
Contact name and position	
Telephone number	
Email address	
Website address	
Address of registered office	
Company Number	
Names and job titles of key points of contact for delivery of the service	
Name of Bank and contact details for bank (financial references may be sought)	
Please attach most recent audited accounts with an explanation of any significant changes since the last year end	
Please provide contact details for two reference sites	